RESEARCH COUNCIL NOTICE PERIOD POLICY

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Policy statement

The purpose of the Notice Period Policy is to outline the Research Council's requirements for notice of termination of employment, either by the employee or the Research Council.

The Research Council may in certain circumstances have to give notice of termination of appointment. The Research Council will ensure that each decision is taken in accordance with appropriate procedures and is fair and reasonable.

The Notice Period Policy is agreed with the Trade Union Side and complies with legislation.

The Notice Period Policy applies to all employees of the Research Council. This includes those employed on temporary contracts but excludes Visiting Workers, Students or those workers provided by a third party agency.

The UK Shared Business Services Ltd (SBS) provides HR Services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS. In these cases references to the SBS or System (Employee Self Service) will not apply and employees should refer to their Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or employees have any doubt as to whether the Research Council Notice Period and associated procedure should apply, advice should be sought from the Research Council HR team.

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1. Principles

1.1 The last day of service for pay purposes will be quoted in all letters accepting resignation or terminating service and will be the last working day on which the employee attends work or is on paid leave.

1.2 An employee whose appointment is terminated for any reason will be provided with a written statement of the reasons for the dismissal.

1.3 Any annual leave to be taken during the notice period will be in accordance with the rules in the Research Council's Annual Leave policy

1.4 Employees who resign (including those deciding to retire) should give notice in writing. They will be expected to work out their notice period. At the employee's request this period may be waived or reduced at the discretion of the employee's line management if business needs allow.

2. Notice Periods

2.1 The table below shows the notice periods to be given by the employee or Research Council in various circumstances:

Departure type	Notice Period
Probation – non-confirmation of appointment	2 weeks
Resignation (not linked to pension)	a) During Probation: 2 weeks b) Bands A-D / 6-9 (NERC) : 1 month C)Bands E/ 5(NERC) and above 3 months
Resignation (linked to pension)	All employees are advised to give 3 months' notice to enable arrangement of pension payments. If less than 3 months is given payment of pension may be impacted.
Ill-health Retirement	3 months
Dismissal (e.g. disciplinary and/or poor performance/attendance)	**Misconduct or unsatisfactory performance/attendance**: statutory notice (i.e. one week for each complete year of service subject to a minimum of 4 weeks and a maximum of 12 weeks) or pay in lieu of notice (non-contractual). **Gross misconduct**: normally without notice or pay in lieu.
Redundancy (Voluntary & Compulsory)	See the Research Council's Redundancy Policy

3. Policy review

This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.

4. Amendment history

Version	Date	Comments/Changes